GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

SE - Samagra Shiksha - Annual Work Plan & Budget (AWP&B) - Execution of school infrastructure works through Parents Committees with community involvement - Guidelines for implementation of AWP&B Civil Works in Samagra Shiksha - Orders – Issued.

SCHOOL EDUCATION (PROG.II) DEPARTMENT

G.O.RT.No. 82 Dated: 17-03-2021

Read the following.

1. G.O.Ms.No.87, School Education (Prog.II) Department, Dt.30.11.2019.
2. From the SPD, APSS, Lr.Rc.No.SS-13021/123/2020-SPE-SSA, Dt:03.12.2020.

ORDER:

In the G.O 1st read above, Government have accorded administrative approval to take up the basic infrastructure works under Mana Badi; Nadu-Nedu program for transformation of Government Schools in the State in a period of three years. The basic infrastructure works under this program are being implemented by the Parents Committees through the Community Contracting Methodology.

2. In the reference 2nd read above, the State Project Director, Samagra Shiksha, has informed that major school infrastructure components under the scheme of Samagra Shiksha are; construction of New Schools, Additional Class Rooms, Library Rooms, Laboratory Rooms, Computer Rooms, Art/Culture Rooms, Toilets for Boys, Girls and CWSN, providing safe drinking water, Electrification, Major and Minor repairs to the existing school infrastructure, Construction of new DIETs/MRC buildings, Strengthening of existing DIETs/MRC buildings and Construction/Upgradation of Kasturba Gandhi Balika Vidyalaya (KGBV) buildings and Girls Hostels. He has therefore, requested the Government to issue necessary guidelines for implementation of School infrastructure works under Samagra Shiksha, sanctioned in the Annual Work Plan & Budget (AWP&B).

3. Government, after careful examination of the matter, hereby issue the following guidelines for implementation of the School infrastructure works under Samagra Shiksha, sanctioned in the Annual Work Plan & Budget (AWP&B) on the lines of Mana Badi; Nadu-Nedu, by involving the Parents Committees through the Community Contracting Methodology:-

Guidelines for implementation of the School Infrastructure Works under Samagra Shiksha:-

i. The school infrastructure works sanctioned in the Annual Work Plan & Budget (AWP&B), shall be executed by the Parents Committees through the community contracting methodology through Samagra Works Management System (SWMS) software.

ii. The Convenor (Head Master) of the Parents Committee of the School shall hold a General Body meeting with all the Parents Committee members and all the Parents of the School Children and explain about the infrastructure works sanctioned to the School and the activities to be done by the Parents Committee in the execution of the infrastructure works.

iii. All the school infrastructure works, irrespective of estimated cost, shall be executed by the Parents Committees. Wherever the Parents Committees are not in a position to construct/carry out civil works, the same could be executed under contracts awarded in accordance with the procedures prescribed under Open Tenders.

iv. A separate joint Savings Bank Account shall be opened by five members, i.e. three members from Parents Committee, the Convenor/Head Master and Engineering Assistant/Ward Amenities Secretary, in any Public Sector bank for the purpose of AWP&B works.

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v. The Parents Committee shall decide three members (minimum two women members) from the elected Parents Committee members for signing the cheques of joint Savings Bank Account and the Convenor/Head Master and Engineering Assistant/Ward Amenities Secretary of the Village Secretariat/Ward Secretariat, shall also be authorized for signing the cheques of joint Savings Bank Account. Minimum three members should sign the cheques of the joint Savings Bank Account and the same has to be informed to the bank through a Resolution while opening the joint Savings Bank Account. The Head Master shall sign all the Cheques invariably.

vi. The joint Savings Bank Account details need to be entered in the SWMS Software by the Convenor/Head Master.

vii. The Engineering Assistant/Ward Amenities Secretary of the Village Secretariat/Ward Secretariat shall explain to the parents Committee about the provisions in the estimate of the infrastructure works sanctioned to the School and the activities to be done by the Parents Committee for the execution of the infrastructure works.

viii. The Parents Committee shall enter into a Memorandum of Understanding (MoU) with the Executive Engineer, Samagra Shiksha for execution of the infrastructure works of the School.

ix. The Parents Committee shall commence the work with support of the Engineering Assistant/Ward Amenities Secretary and the Site Engineer.

x. The Convenor/Head Master shall convene weekly meetings with all the members and inform all the transactions done during the week.

xi. The Engineering Assistant/Ward Amenities Secretary shall be present at worksite every day and supervise the execution of the infrastructure works.

xii. The Parents Committee will take up the infrastructure works in a systematic manner as per the standard specifications with transparency and complete the infrastructure works within the stipulated time.

xiii. The Site Engineer shall assist the Engineering Assistant/Ward Amenities Secretary and the Parents Committee in assessment of materials required for the works.

xiv. All the procurement and payment of expenditure shall be done only after decisions and resolutions taken by the Parents Committee.

xv. The Head Master as Convenor shall maintain all books and records in a transparent manner and ensure every paisa spent shall be recorded in books of accounts.

xvi. Before commencement of the work by the Parents Committee, the Additional Project Coordinators (APCs), AP Samagra Shiksha shall facilitate to release 15% of the estimated cost as Revolving Fund into the joint Savings Bank Account of the concerned school using the SWMS software towards making payments to Labourers, Vendors of materials and other petty expenses. The State Project Director, APSS, shall facilitate the transfer of the Revolving Fund to the Parents Committee Account from the Green Channel PD Account of the APC, APSS through CFMS.

xvii. The bills and Vouchers shall be uploaded into the SWMS Software by the Convenor/Head Master for the every expenditure done by the Parents Committee towards cost of materials and labour charges. The uploaded bills will be sent to FAO login.

xviii. The School infrastructure works shall be inspected by the Quality Control Deputy Executive Engineer and the inspection report shall be uploaded into the SWMS software by the Convenor/Head Master.

xix. Whenever the expenditure done by the Parents Committee is 50% or more than the Revolving Fund released, the FAO shall generate FTO for further Revolving Fund to the extent of the amount of bills and vouchers submitted or the balance estimated cost whichever is less excluding the PS and QC charges in the estimate.

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xx. The FAO shall generate FTO and submit to the Additional Project Coordinator (APC), AP Samagra Shiksha which needs to be approved by the APC, APSS through SWMS software by using Digital Signature Key (DSK). The APC, APSS shall approve and release the Revolving Fund to the joint Savings Bank Account of the Parents Committee or the Vendors as the case may be.

xxi. The Parent Committee with the help of the Head Master, Cluster Resource Person (CRP), Engineering Assistant/Ward Amenities Secretary and Site Engineer, shall identify the appropriate supplier/vendor and procure the materials by giving cheque against the Invoice/ bill.

xxii. The Parents Committee shall make all the payments exceeding Rs. 5,000/- (Rupees five thousand) through cheques only.

xxiii. The Convenor/Head Master shall ensure that every transaction is approved by the Parents Committee and accounted for in Books of Accounts.

xxiv. The bills and Vouchers shall be uploaded in the SWMS software only after payment is done to the Labourers/Vendors/Other expenses. The Head Master shall be taken to disciplinary action if he/she pays the amount before receiving the material.

xxv. The Engineering Assistant/Ward Amenities Secretary shall record the finished measurements for the infrastructure works in the M.Book at (1) Basement level, (2) Roof level, (3) Roof slab laid and (4) At completed stages and verified by the Site Engineer and check measured by the Deputy Executive Engineer. The Steel reinforcement and the foundation items shall be premeasured and recorded and verified before laying the concrete and filling the foundation. In the absence of Engineering Assistant/Ward Amenities Secretary, the Site Engineer shall record the finished measurements.

xxvi. It is the responsibility of the Engineering Assistant/Ward Amenities Secretary to record measurements and of the Site Engineer to verify and of the Deputy Executive Engineer to check measure regularly in the M.Book and they are liable for disciplinary action if the work is stopped for want of recording.

xxvii. The working estimate shall be prepared on the completion of the work as per the actual execution but within the administrative sanctioned amount of the work only.

xxviii. After completion, the Site Engineer and Deputy Executive Engineer shall assess the value of work done by the Parents Committee in the M.Book and submit to the Executive Engineer for pass the expenditure bill incurred by the Parents Committee and close the works.

xxix. The Cement required for the work may be procured from YSR Nirman portal through STMS software as done for the Mana Badi; Nadu-Nedu works.

xxx. The Sand required for the work may be procured from APMDC through STMS Software as done for the Mana Badi; Nadu-Nedu works.

xxxi. The materials like Steel, Doors, Windows, Fans, Sanitary ware, Green chalk boards and Painting (including labour work) may be procured through the Original Equipment Manufacturers (OEM) supplying to Mana Badi; Nadu-Nedu works by the Parents Committee wherever possible.

xxxii. Half day training to the Parents Committee members, Convenor/Head Master, Cluster Resource Person (CRP), Engineering Assistant/Ward Amenities Secretary and Welfare & Education Assistant/Ward Education Secretary shall be conducted at Mandal level for effective monitoring and execution of the AWP&B infrastructure works in Samagra Shiksha.

xxxiii. The Joint Collectors (Village & Ward Secretariat and Development), District Educational Officers and the Additional Project Coordinators, Samagra Shiksha in the State, shall implement the School infrastructure works sanctioned in the Annual Work Plan & Budget (AWP&B) in Samagra Shiksha by the Parents Committees through the Community Contracting Methodology using the end to end software by Samagra Works Management System (SWMS).

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xxxiv. If any of these provisions conflicts with the provisions of Samagra Siksha, the provisions of Samagra Shiksha shall be prevailed.

4. The State Project Director, Samagra Shiksha, shall take further necessary action accordingly, in the matter.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

B.RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The State Project Director, Samagra Siksha, A.P.Patamata, Vijayawada.(w.e).
Copy to :
The Director of School Education, A.P., Ibrahimpatnam, Vijayawada (w.e).
The Finance (FMU-SE) Department.
The PS to Secy. to C.M
The Addl. PS to Minister for Education.
The PS to Prl. Secy. Govt. (SE)
Sf/Sc.

//FORWARDED::BY ORDER//

SECTION OFFICER